

Department of Veterans Affairs  
Emergency Management Strategic Healthcare Group

**Patient Reception Area**  
**Incident Management Structure**  
**Position Descriptions**

*3/28/03*

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## **Introduction**

This document contains position descriptions for the overall Patient Reception Area (PRA) incident management organization. This type of organization builds from the top down based upon the requirements of the situation, with the responsibility for a position delegated upon assignment.

## **INCIDENT MANAGER**

The Incident Manager is responsible for the overall management of all incident activities including the development and implementation of strategy and for approving the ordering and release of resources. This responsibility could be carried out by a Unified Management Group, with a representative from the various organizations who have considerable resource involvement. In this case, each of these individuals would use this position description, and joint decision-making would occur in the planning meetings.

The Incident Manager reports to the Agency Administrator.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual are encouraged to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident

- Assess incident situation.
- Conduct initial briefing.
- Activate elements of the Incident Management System.
- Brief command staff and section chiefs.
- Ensure planning meetings are conducted.
- Approve and authorize implementation of Incident Action Plan.
- Determine information needs and inform command personnel of needs.
- Coordinate staff activity.
- Manage incident operations.
- Approve requests for additional resources and requests for release of resources.
- Approve the use of trainees on the incident.
- Authorize release of information to news media.
- Ensure incident Status Summary (ICS Form 209) is completed.
- Approve plan for demobilization.
- Release resources and supplies.

## **LIAISON OFFICER**

The liaison officer of the jurisdictional agency is responsible for interacting (by providing a point of contact) with the assisting and cooperating agencies. This could include fire agencies, Red Cross, law enforcement, public works and engineering organizations, and other. If these agencies assign agency representatives to the incident, the liaison officer will coordinate their activities. The liaison officer, a member of the command staff, reports to the Incident Manager.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for the position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

- Obtain briefing from incident manager.  
Provide a point of contact for assisting/cooperating agency representatives.
- Identify agency representatives from each agency including communications link and location.
- Respond to requests from incident personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Maintain Unit Log (ICS Form 214).

## **SAFETY OFFICER**

The safety officer, a member of the command staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The safety officer will correct unsafe acts or conditions through the regular line of authority, although the officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The safety officer maintains an awareness of active and developing situations, approves the medical plan, and includes safety messages in each incident action plan. The safety officer reports to the Incident Manager.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual are encouraged to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident .

- Obtain briefing from Incident Manager.
- Identify hazardous situations associated with the incident.
- Participate in planning meetings.
- Review incident action plan.
- Identify potentially unsafe situations.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within incident area.
- Review and approve Medical Plan (ICS Form 206).
- Maintain Unit Log (ICS Form 214).

## **PUBLIC INFORMATION OFFICER**

The information officer, a member of the Incident Manager's staff, is responsible for the preparation and release of information about the incident to the news media and other appropriate agencies and organizations. The information officer reports to the Incident Manager.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual are encouraged to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

- Upon arrival, receive briefing from the Incident Manager.
- Contact the State and/or local Public Information Officer(s) (PIO) to coordinate public information activities.
- Establish a joint information center (JIC) in coordination with State/local officials.
- Arrange for necessary work space, materials, telephones, and staffing.
- Obtain copies of current ICS-209s (Situation Status Summary Reports).
- Prepare initial information summary.
- Observe constraints on the release of information imposed by the Incident Manager.
- Obtain approval for information release from the Incident Manager.
- Support national public information efforts. Release information to the media and post information in the command area and other appropriate locations.
- Attend meetings to update information released.
- Arrange for meetings between media and incident personnel.
- Provide escort service to the media.
- Provide fire retardant clothing for media (as appropriate).
- Maintain Unit Log (ICS Form 214).

## **PLANNING SECTION CHIEF**

The planning section chief, a member of the Incident Manager's general staff, is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

The planning section chief reports directly to the Incident Manager.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing and repetitive for the duration of an incident.

- Obtain briefing from Incident Manager.
- Activate planning section units.
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing incident action plan.
- Notify resources unit of planning section units activated including names and locations of assigned personnel.
- Establish a weather data collection system when necessary.
- Supervise preparation of incident action plan (see planning process checklist).
- Assemble information on alternative strategies.
- Perform operational planning for planning section.
- Provide periodic predictions on incident potential.
- Compile display incident status summary information.
- Advise general staff of any significant changes in incident status.
- Provide incident traffic plan.
- Supervise planning section units.
- Prepare and distribute Incident Manager's orders.
- Instruct planning section units in distribution of incident information.
- Ensure that normal agency information collection and reporting requirements are being met.
- Prepare recommendations for release of resources (to be submitted to Incident Manager).



## **INCIDENT ACTION PLANNING PROCESS**

In the incident command system, considerable emphasis is placed on developing effective incident action plans. A planning process has been developed as a part of the ICS to assist planners in the development of a plan in an orderly and systematic manner. The steps outlined in this chapter will allow for the development of an incident action plan in a minimum amount of time. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. The planning process described in this chapter is based on the development of incident action plans to support major wildland fire incidents, but are applicable to any type emergency. Not all incidents require detailed written plans. Recognizing this, the following planning process provides a series of basic planning steps which are generally appropriate for use in any incident situation. The determination of the need for written incident action plans and attachments is based on the requirements of the incident, and the judgement of the Incident Manager.

### **GENERAL RESPONSIBILITIES**

The general responsibilities associated with the planning meeting and the development of the incident action plan are described below. The planning section chief should review these with the general staff prior to the planning meeting.

#### **Planning Chief**

- o Conduct the planning meeting and coordinate preparation of the incident action plan.

#### **Incident Manager**

- o Provide overall control objectives and strategy.
- o Establish the procedure for off-incident resource order.
- o Approve request for off-incident action plan by signature.
- o Approve completed incident action plan by signature.

#### **Finance Chief**

- o Provide cost implications of control objectives as required.
- o Evaluate facilities being used to determine if any special arrangements are needed.

- o Ensure that the action plan is within the finance limits established by the incident commander.

#### Operations Chief

- o Determine division work assignments and resource requirements.

#### Logistics Chief

- o Ensure that incident facilities are adequate.
- o Ensure that resource ordering procedure is made known to appropriate agency dispatch center(s).
- o Develop transportation system to support operations needs.
- o Ensure that section can logistically support the action plan.
- o Place order for resources.

#### PREPLANNING STEPS

Planning Section Chief - (If possible obtain completed Incident Briefing Form ICS 201] prior to the initial planning meeting.)

- o Evaluate current situation and decide if the current planning is adequate for remainder of operation al period (i.e., until next plan takes effect).
- o Advise incident commander and operations chief of any suggested revisions to current plan as necessary.
- o Establish planning cycle for the incident commander.
- o Determine planning meeting attendees with the incident commander.
- o For major incidents, attendees should include:
  - \_\_\_ Incident Manager
  - \_\_\_ Command staff members
  - \_\_\_ Resource unit leader
  - \_\_\_ Situation unit leader

\_\_\_\_ Communications unit leader

- o Establish location and time for planning meeting.
- o Ensure that planning boards and forms are available.
- o Notify necessary support staff (recorders etc.) of meeting and assignments.
- o Ensure that a current situation and resource briefing will be available for meeting.
- o Obtain estimate of regional resources availability from agency dispatch for use in planning for next operational period.
- o Obtain necessary agency policy, legal or fiscal constraints for use in planning meeting.

## CONDUCTING THE PLANNING MEETING

The planning meeting is normally conducted by the planning section chief. The checklist which follows is intended to provide a basic sequence of steps to aid the planning section chief in developing the incident action plan. The need for attachments is based on the requirements of the incident and the decision of the Incident Manager.

CHECKLIST ITEM	PRIMARY RESPONSIBILITY
Briefing on situation and resource status	PS
Set control objectives	IM
Plot control lines and division boundaries	OP
Specify tactics for each Division/Group	OP
Specify resources needed by Division/Group	OP,PS
Specify facilities and reporting locations plot on map	OP,PS,LS
Place resource and overhead personnel order	LS
Consider communications, medical and traffic plan requirements	PS,LS
Finalize, approve and implement incident action plan	PS,IM,OP

Attachments will normally include:

ITEM	WHO PREPARES
1. Incident Objectives (202)	Planning Recorder
2. Organization List (203)	Resources Unit
3. Division Assignments Lists (204)	Planning Recorder & Resources Unit
4. Communications Plan (205)	Communications Unit
5. Medical Plan (206)	Medical Unit
6. Map	Situation Unit
7. Traffic Plan	Situation Unit

Prior to the completion of the plan, the planning section chief should review the division/group tactical work assignments for any changes due to lack of resource availability.

The planning section is responsible for seeing that the incident action plan is completed, reviewed and distributed. The sequence of steps to accomplish this is listed below.

- o State time action plan attachments are required to be completed.
- o Obtain plan attachments and review for completeness and approvals.
- o Determine numbers of incident action plans required.
- o Arrange with documentation unit to reproduce plan.
- o Review action plan to ensure it is up-to-date and complete prior to operations briefing and distribution of plan.
- o Provide briefing on the action plan as required and distribute plans prior to beginning of new operational period.

NOTE: ICS Forms are provided in a separate document.

## **SITUATION UNIT LEADER**

The situation unit is primarily responsible for the collection and organization of incident status and situation information, and the evaluation, analysis and display of that information for use by ICS personnel. The situation unit leader is responsible for ensuring these major functions are performed by unit personnel. The situation unit leader reports to the planning section chief.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some items are one-time actions while others are ongoing and repetitive for the duration of an incident.

- Report to and receive briefing and special instructions from person in charge of planning activities when you arrive.
- Prepare and maintain command post display.
- Assign duties to situation status personnel.
- Confirm dispatch and estimated time of arrival of ordered situation unit personnel and request additional personnel or release excess personnel.
- Collect all incident related data at earliest possible opportunity and continue for duration of incident.
- Obtain and analyze aerial photography as available.
- Post data on unit work displays and command post displays at scheduled intervals or as requested by command post personnel.
- Participate in incident planning meetings as required by the Incident Manager.
- Prepare the Incident Summary Form (ICS Form 209) before each planning meeting.
- Provide photographic services and maps.
- Provide resources and situation status information in response to specific requests.
- Maintain situation unit records.
- Receive order to demobilize situation unit.
- Dismantle situation unit displays and place in storage.
- List expendable supplies that need replenishing and file with supply unit.
- Maintain Unit Log (ICS Form 214).

## **RESOURCES UNIT LEADER**

The resources unit is primarily responsible for: (1) seeing that incident resources are properly checked in; (2) the preparation and processing of resource status change information; (3) the preparation and maintenance of displays, charts, and lists which reflect the current status and location of tactical resources, transportation, and support vehicles; and (4) maintaining a file of check-in lists of resources assigned to an incident. The resources unit leader reports to the planning section chief.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some items are one-time only actions while others are ongoing or repetitive through the duration of the incident.

- Report to and obtain briefing and special instructions from planning section chief.
- Establish check-in function at specified incident locations.
- Using the Incident Briefing Form (ICS Form 201), prepare and maintain the command post display (organization chart and resource allocation and deployment sections of display).
- Assign duties to resource unit personnel.
- Confirm dispatch of and estimated time of arrival for ordered resources unit personnel (request additional personnel, or release excess personnel).
- Establish contacts with incident facilities by telephone or through communications center, and begin maintenance of resource status.
- Participate in planning section meetings as required by the planning section chief.
- Gather, post, and maintain incident resource status.
- Gather, post, and maintain resources status of transportation and support vehicles and personnel.
- Maintain master list of all resources checked in at the incident.
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- Provide resource summary information to situation unit as requested.
- Receive order to demobilize resources unit.
- Dismantle and store resources unit displays.
- List expendable supplies that need replenishing and file with supply unit leader.
- Maintain Unit Log (ICS Form 214).

## **DOCUMENTATION UNIT LEADER**

The documentation unit is responsible for maintaining accurate and complete incident files; providing duplication service to incident personnel, preparing various types of reports, and preparing incident files for legal, analytical, and historical purposes. The documentation unit leader reports to the planning section chief.

### **CHECKLIST USE**

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual are encouraged to augment this list as necessary. Note that some activities are one-time actions while others are ongoing for the duration of the incident.

- Obtain briefing from planning section chief.
- Establish work area.
- Establish and organize incident files.
- Establish duplication service and respond to requests.
- Retain and file duplicate copies of official forms and reports.
- Accept and file reports and forms submitted by ICS units.
- Check on accuracy and completeness of records submitted for files.
- Correct errors or omissions by contacting appropriate ICS Units.
- Provide duplicates of forms and reports to authorized requestors.
- Prepare incident documentation for planning section chief when requested.
- Maintain Unit Log (ICS Form 214).

## **LOGISTICS SECTION CHIEF**

The logistics section chief, a member of the general staff, is responsible for providing facilities, services, and material in support of the incident. The section chief participates in the development of the incident action plan and activates and supervises the units within the logistics section. The logistics section chief reports to the Incident Manager

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual are encouraged to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

- Obtain briefing from Incident Manager.
- Plan the organization of logistics section.
- Assign work locations and preliminary work tasks to section personnel.
- Notify resources unit of logistics section units activated including names and locations of assigned personnel.
- Assemble and brief unit leaders.
- Participate in preparation of incident action plan.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review, communications, medical, and traffic plans.
- Coordinate and process requests for additional resources.
- Review incident action plan and estimate section needs for next operational period.
- Ensure that the incident communications plan is prepared.
- Advise on current service and support capabilities.
- Prepare service and support elements of incident action plan.
- Estimate future service and support requirements.
- Receive demobilization plan from planning section.
- Recommend release of unit resources in conformity with demobilization plan.
- Ensure general welfare and safety of logistics section personnel.
- Maintain Unit Log (ICS Form 214).



## **FACILITIES UNIT LEADER**

The facilities unit leader is primarily responsible for the activation of incident facilities, (i.e., Base of operations, incident command post, etc.). The facilities Unit Leader reports to the Logistics Section Chief.

### **CHECKLIST USE**

The checklist presented below should be considered as a minimum requirement for these positions. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time actions while others are ongoing or repetitive for the duration of an incident.

- Receive incident action plan.
- Participate in logistics section/support branch planning activities.
- Determine requirements for each facility to be established.
- Prepare layouts of incident facilities.
- Notify unit leaders of facility layouts.
- Activate incident facilities.
- Obtain personnel to operate facilities.
- Coordinate with security services.
- Provide facility maintenance services - sanitation, lighting, clean up.
- Demobilize facilities.
- Maintain facilities unit records.
- Maintain Unit Log (ICS Form 214).

## **SUPPLY UNIT LEADER**

The supply unit leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the incident; maintain an inventory of supplies, and servicing nonexpendable supplies and equipment.

### **CHECKLIST USE**

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of an incident.

- Obtain briefing from support branch director or logistics section chief.
- Participate in logistics section/support branch planning activities.
- Provide kits to planning, logistics, and finance sections.
- Determine the type and amount of supplies enroute.
- Arrange for receiving ordered supplies.
- Review Incident Action Plan (ICS Form 202) for information on operations of the supply unit.
- Develop and implement safety and security requirements.
- Order, receive, distribute and store supplies and equipment.
- Maintain inventory of supplies and equipment.
- Service reusable equipment.
- Demobilize supply unit.
- Submit reports to the support branch director.
- Maintain Unit Log (ICS Form 214).

## **TRANSPORTATION UNIT LEADER**

The transportation unit leader is primarily responsible for: providing for transportation of personnel, supplies, food, and equipment; collecting and recording information about the use of rental equipment, services initiated and requested, and implementing a traffic plan for the incident

### **CHECKLIST USE**

The checklist of activities below should be considered as a minimum requirement for these positions. Users of this manual should feel free to augment these lists as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of an incident.

- Obtain briefing from support branch director or logistics section chief.
- Participate in support branch/logistics section planning activities.
- Implement traffic plan developed by planning section.
- Support out-of-service resources.
- Notify resources unit of all status changes on support and transportation vehicles.
- Arrange for and activate fueling, maintenance, and repair of ground resources.
- Maintain inventory of support and transportation vehicles (ICS Form 218).
- Provide transportation services.
- Collect information on rented equipment.
- Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- Maintain Unit Log (ICS Form 214).

## **COMMUNICATIONS UNIT LEADER**

The communications unit leader, under the direction of the logistics section chief, is responsible for: developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the incident communications center and assignment of communication equipment to incident personnel.

### **CHECKLIST USE**

The checklist presented below should be considered as a minimum requirement for these positions. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time actions while others are ongoing or repetitive for the duration of an incident.

- Obtain briefing from logistics section chief.
- Determine communications unit personnel needs.
- Advise on communications capabilities/limitation during preparation of the incident action plan.
- Prepare and implement the incident radio communications plan.
- Ensure the incident communications center and message center are established.
- Set up telephone and public address systems.
- Establish appropriate communications distribution/maintenance locations within personnel support area.
- Ensure communications systems are installed and tested.
- Ensure an equipment accountability system is established.
- Ensure portable radio equipment is distributed per radio plan.
- Provide technical information as required on:
  - Adequacy of communications systems currently in operation
  - Geographic limitation on communications systems
  - Equipment capabilities
  - Amount and types of equipment available
  - Anticipated problems in the use of communications equipment
- Supervise communications unit activities.
- Maintain records on all communications equipment as appropriate.
- Ensure all equipment is tested and repaired.
- Recover equipment from relieved or released units.
- Maintain Unit Log (ICS Form 214).

## **FINANCE SECTION CHIEF**

The finance section chief is responsible for all financial and cost analysis aspects of the incident and for supervising members of the finance section. The finance section chief, a member of the general staff, is responsible to organize and operate the finance section within the guidelines, policy and constraints established by the Incident Manager and the responsible agency. The finance section chief participates in the development of the incident action plan and activates and supervises the units within the section. The finance section chief will normally be assigned from the agency with jurisdictional responsibility over the incident. The organization and operation of the finance function will require extensive use of agency-provided forms which are not covered within this position manual. The finance section chief reports directly to the Incident Manager.

### **CHECKLIST USE**

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of an incident.

- Obtain briefing from Incident Manager.
- Attend briefing with responsible agency to gather information.
- Attend planning meeting to gather information on overall strategy.
- Identify and order supply and support needs for finance section.
- Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- Determine need for commissary operation.
- Inform Incident Manager and general staff when section is fully operational.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on finance matters.
- Maintain daily contact with agency(s) administrative headquarters on finance matters.
- Ensure that all personnel time records are transmitted to home agencies according to policy.
- Participate in all demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly repared and completed.
- Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving the incident.
- Maintain Unit Log (ICS Form 214).

## **TIME UNIT LEADER**

The time unit leader is responsible for personnel time recording. The time unit is responsible for establishing files, collecting employee time report, and providing a commissary operation to meet incident needs. The time unit leader reports directly to the finance section chief.

### **CHECKLIST USE**

The checklist presented below should be considered as minimum requirements for these positions. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

- Obtain briefing from finance section chief.
- Determine incident requirements for time recording function.
- Establish contact with appropriate agency personnel/representatives.
- Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.
- Submit cost estimate data forms to cost unit as required.
- Provide for records security.
- Ensure that all records are current or complete prior to demobilization.
- Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
- Brief finance section chief on current problems and recommendations, and outstanding issues and follow-up requirements.
- Maintain Unit Log (ICS Form 214).

## **COST UNIT LEADER**

The cost unit leader is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.

### **CHECKLIST USE**

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

- Obtain briefing from finance section chief.
- Coordinate with agency headquarters on cost reporting procedures.
- Ensure all equipment/personnel requiring payment are identified.
- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resources-use cost estimates for planning.
- Make recommendations for cost savings to finance section chief.
- Ensure that all cost documents are accurately prepared.
- Complete all records prior to demobilization.
- Provide reports to finance chief.
- Maintain Unit Log (ICS Form 214).

## **OPERATIONS SECTION CHIEF**

The operations chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The operations chief activates and supervises operations, organizational elements, and staging areas in accordance with the incident action plan; assists in the formulation of the incident action plan; and directs its execution. The operations chief also directs the formulation and execution of subordinate unit operational plans, requests or releases resources, makes expedient changes to the incident action plan (as necessary), and reports such to the Incident Manager.

The operations chief reports directly to the Incident Manager. It may be desirable for the operations chief to have a deputy. The deputy's responsibilities will be as delegated by the operations chief and the deputy must serve in the same operational period.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

- Obtain briefing from Incident Manager.
- Develop the tactical operations portion of incident action plan.
- Brief and assign operations personnel in accordance with incident action plan.
- Supervise operations.
- Establish staging areas.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble strike teams assigned to operations section.
- Report information about special activities, events, and occurrences to Incident Manager.



## **STAGING AREA MANAGER**

The staging area manager is responsible for managing all activities within a staging area.

### **CHECKLIST USE**

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

- Obtain a briefing from the operations section chief.
- Proceed to staging area.
- Establish staging area layout.
- Determine any support needs for equipment, feeding, sanitation, and security.
- Establish check-in function as appropriate.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at staging area as appropriate.
- Respond to request for resource assignments. (NOTE: this may be direct from operations or via the incident communications center).
- Obtain and issue receipts for radio equipment and other supplies distributed and received at staging area.
- Report resource status changes as required.
- Maintain staging area in orderly condition.
- Demobilize staging area in accordance with incident demobilization plan.
- Maintain Unit Log (ICS Form 214).